

## Elgin Independent School District

### Acknowledgement of Responsibilities of Campus Bookkeepers/Secretaries Concerning Activity Funds

The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities will contribute to the educational experience of the students and will not conflict with the instructional program. The campus bookkeeper/secretary is responsible for the appropriate collection, disbursement, and accounting of all Activity Funds.

I hereby acknowledge that I agree to read the "Activity Fund Manual" (located on the internet at [www.elginisd.net](http://www.elginisd.net) under the Business Office) and that I am responsible for complying with it. In particular, I acknowledge that:

1. I will review all Fundraising/Sales Activity Application forms (form AF-108) and ensure that they are approved, **in advance (30-day advance for fundraising)**, by the principal and the Business Office.
2. I am responsible for safeguarding and accounting for funds received from or on behalf of students until such time as they are deposited.
3. I am responsible for depositing **DAILY**, Activity Fund cash and checks turned in to me in the form it was received.
4. At the completion of all fundraisers/sales, I will verify the accuracy of the Fundraising/Sales Activity Application Recap (bottom portion of form AF-108) completed by the Sponsor before it is submitted to the principal and the Business Office for approval.
5. All purchases made on behalf of the departments and student organizations will be made by requisition and approved **in advance** by the principal and the Business Office through the online TxEIS requisitioning system.
6. I will monitor Activity Fund account balances and will immediately notify the CFO if any are negative.
7. I am responsible for retaining Activity Fund records for seven years.
8. I am responsible for notifying the CFO if I suspect any type of fraud concerning Activity Funds.
9. I am responsible for following any other procedures in the Activity Fund Manual not specifically listed here.
10. I am responsible for contacting the CFO in the Business Office if I need training concerning the procedures outlined here or in the Activity Fund Manual.

I understand that I will be held responsible for any Activity Funds entrusted to me and that I will reimburse the department or student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Campus Bookkeeper/Secretary Name-Printed

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Campus

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Signature

\_\_\_\_\_  
Date